

Chapter 37

Title: AODA Accessibility Plan	Date of Issue: June 2022
Approved by: Marcel Pantano	Review/Revise Date: January 2025 / March 2026
Location: All Facilities	

Multi-Year Accessibility Plan

MTD Metro Tool & Die LTD's Multi-Year Accessibility Plan outlines the policies, practices, and actions that have been or will be implemented to improve opportunities for people with disabilities.

This plan has been developed in accordance with the **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)** and the Integrated Accessibility Standards Regulation (IASR).

1. Statement of Commitment

MTD Metro Tool & Die LTD is committed to treating all people in a way that allows them to maintain their dignity and independence.

We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner by:

- Preventing and removing barriers to accessibility
- Meeting and exceeding accessibility requirements under the AODA
- Fostering a culture of equity, inclusion, and respect

Our goal is not limited to minimum compliance — we strive to surpass accessibility standards wherever possible.

2. Accessible Emergency Information

MTD Metro Tool & Die LTD is committed to providing accessible emergency information.

We will:

- Provide publicly available emergency and safety information in accessible formats upon request

- Provide individualized workplace emergency response information to employees with disabilities when necessary
- Review individualized emergency plans when:
 - The employee moves to a new location
 - Overall accommodation needs are reviewed
 - Emergency policies are updated

3. Training

AODA & Human Rights Training

MTD Metro Tool & Die LTD will:

- Develop and implement appropriate accessibility training materials
- Provide training as soon as practicable after hire
- Provide updated training whenever policies change
- Schedule periodic refresher training
- Maintain records of all training, including dates and number of participants

Training will include:

- Ontario accessibility laws
- The Integrated Accessibility Standards Regulation (IASR)
- The Ontario Human Rights Code as it relates to disability
- Company accessibility policies

Leadership & Supervisor Training

Supervisors and Managers will receive training specific to their responsibilities.

By **January 1, 2025**, MTD committed to providing annual accessibility refresher training to front-line leaders to remove attitudinal barriers and ensure compliance with Ontario's accessibility laws. This annual training continues as part of our ongoing commitment.

4. Leadership & Accountability

MTD Metro Tool & Die LTD will lead by example in accessibility.

- Supervisors and Managers are accountable for advancing accessibility within their departments
- Accessibility goals will be monitored and reviewed
- Discriminatory systems, behaviors, or processes will be identified and addressed

We are committed to building a culture of equity and inclusion across the organization.

5. Information and Communications

MTD Metro Tool & Die LTD is committed to meeting the communication needs of people with disabilities.

We will:

- Consult with individuals requesting accommodation to determine appropriate supports
- Provide accessible formats and communication supports upon request
- Ensure publicly available information is accessible upon request by January 1, 2025 and ongoing
- Make brochures, posters, and published materials available in accessible formats
- Post Human Resources contact information visibly within the facility

Feedback Process

Accessible Feedback Process

MTD will ensure that its feedback processes are accessible to persons with disabilities by providing or arranging for accessible formats and communication supports upon request, in a timely manner and at no additional cost.

Upon request, MTD will consult with the individual to determine the most appropriate accessible format or communication support to facilitate the provision of feedback or response.

To support an inclusive and accessible feedback process, MTD will take the following steps:

- Encourage and welcome feedback to identify, prevent, and remove accessibility barriers, and to respond to concerns related to accessibility across all areas of the organization, including offices and manufacturing facilities.
- Provide multiple methods for submitting feedback, including but not limited to telephone (company business line), email (Human Resources), the company website, and written correspondence (mail).
- Acknowledge and follow up on feedback in a timely manner, and where a response is requested, provide a reply within five (5) business days or as soon as reasonably practicable.
- Provide responses and any related documentation in a format that takes into account the individual's accessibility needs due to disability.

MTD will notify the public about the availability of accessible feedback processes through publicly available information, including its website and on-site communications.

We value the input and experiences of our employees, customers, and visitors. Individuals who wish to provide feedbacks, including complaints related to accessibility, are encouraged to contact the Human Resources Department.

All feedback will be reviewed to support MTD's ongoing commitment to improving accessibility and fostering an inclusive, barrier-free environment for everyone.

MTD Metro Tool & Die LTD welcomes feedback regarding accessibility.

Feedback may be provided through:

- Website: www.mtdmetro.com (Contact Us page)
- Phone: 905-625-8464
- Email: human.resources@mtdmetro.com
- Mail:

Human Resources
1065 Pantera Dr
Mississauga, Ontario L4W 2X4

Accessible formats for feedback processes are available upon request.

Updated AODA content outlining how to provide feedback will remain visible to both employees and visitors.

6. Employment

MTD Metro Tool & Die LTD is committed to fair and accessible employment practices.

Recruitment

We will:

- Review and update recruitment, assessment, and selection processes
- Include accommodation statements in job postings
- Provide website notice that accommodations are available
- Notify applicants that accommodation is available during interviews and assessments
- Consult with applicants requesting accommodation
- Notify successful applicants of accommodation policies when offering employment

Employee Accommodation & Return to Work

MTD Metro Tool & Die LTD maintains:

- A written Return to Work Policy
- Individual Accommodation Plans for employees with disabilities

These policies will continue to be monitored and communicated to all employees, Managers, and Supervisors.

Performance Management & Career Development

We will ensure accessibility needs are considered in:

- Performance management processes
- Career development opportunities
- Redeployment processes

MTD will:

- Train Managers and Supervisors on workplace disabilities
- Review performance management documentation prior to issuance
- Maintain a career development policy that does not discriminate based on disability
- Clearly communicate that promotions, transfers, and employment decisions are not based on disability

7. Design of Public Spaces

MTD Metro Tool & Die LTD will comply with IASR Design of Public Spaces Standards.

Areas covered include:

- Lobby areas
- Boardrooms
- Accessible pathways and entrances

In the event of a service disruption affecting accessible areas:

- Notice will be provided to the public
- Alternatives will be communicated

8. Ongoing Review

This Multi-Year Accessibility Plan will be reviewed and updated at least once every five years or as required by legislation.

For More Information

For more information about this Accessibility Plan or to request accessible formats, please contact:

Human Resources Department

Phone: 905-625-8464

Email: human.resources@mtdmetro.com

Website: www.mtdmetro.com

Mail:

1065 Pantera Dr

Mississauga, Ontario L4W 2X4